

PROCEDURE

This manual is organized into two sections: county-wide requirements and specific area, corridor or village district requirements. You will be using both sections, and the requirements in each section are explained in written and graphic form.

To use this manual, you will need to know which principal area, highway corridor or village district governs your site. Our Planning Department Customer Assistance Branch will be happy to provide this information to you. When you are meeting with our staff, please have them check to see if your site has had any zoning, variance, substantial accord, or other public hearing cases approved for it. Often, these public hearing cases have conditions or proffers that establish other requirements for development not mentioned in our Zoning Ordinance or which supercede the Ordinance.

As an example for using this manual, let's suppose that your site has had a zoning case with several conditions. You also find out from our front counter staff that your site is in an Emerging Growth Area. You will find a section in this manual that covers the requirements specific to this area as well as a section that explains requirements that are similar in all areas of the county (ie. county-wide standards). As you design your site, you will use the conditions of zoning first,

then check the Emerging Growth Area and County-wide sections for any other requirements not covered by the zoning case. This will give you a fairly complete understanding of how the Zoning Ordinance and any public hearing cases will affect the development of your site.

Once you are more certain you want to develop a site, we also invite you and your design consultant to schedule a preliminary meeting with the site plan review team in one of our regularly scheduled Wednesday staff/developer meetings. This team is comprised of review staff from Environmental Engineering, Utilities, Fire and Life Safety, County Transportation, State Transportation, and Planning Departments. The Planning Department customer service representative (804-748-1050) can refer you to the staff member who schedules these meetings.

Since this manual cannot anticipate all situations, we do expect questions to arise. If our front counter staff cannot answer all of your questions, they may ask one of the site plan review staff to assist you.

Thank you for taking time to use this manual, and we welcome any comments that can help us make this manual clearer for others to understand.

